

DEPARTMENT OF THE ARMY  
U.S. Army Engineer District, Rock Island  
Clock Tower Building - P.O. Box 2004  
Rock Island, Illinois 61204-2004

CENCR-IM

Memorandum  
No. 25-1-3

1 July 1994

Office Management  
SCHEDULE OF VISITORS AND KEY STAFF ABSENCES

1. Purpose. This memorandum establishes policy and responsibilities and provides administrative instructions for the preparation of the Corps of Engineers, North Central Division, Rock Island District (CENCR) Weekly Staff Absences and Visitors Roster as maintained in the CENCR Office Automation System at the Headquarters, Rock Island, IL.

2. Applicability. This memorandum applies to the Executive Office and all CENCR division, separate office, branch chiefs assigned for duty within the CENCR Headquarters complex.

3. References.

a. CENCR Regulation 690-1-1.

b. ER 55-1-2.

4. Procedures. A weekly roster covering the ensuing work week will be developed, published, and distributed electronically each Thursday to indicate:

a. Events scheduled for the District Engineer, Deputy District Engineer, and the Deputy District Engineer for Project Management.

b. Prior approved absences of division, separate office, and branch chiefs for the entire length of absence.

c. Visitors scheduled to be in the District during the reporting period, reason for visit, CENCR escort, and any special arrangements desired or required.

5. Responsibilities. The following information will be provided to NCRIMRM6 via cc:Mail by 1200 hours each Thursday:

a. The Executive Office will forward the schedules of the District Engineer, the Deputy Engineer, the Executive Assistant, and the Deputy District Engineer for Project Management Division, to include:

(1) Name of individual.

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This memorandum supersedes CENCR Memorandum 340-1-6, dated

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- (2) Event or subject matter.
- (3) Time, date, and location.
- (4) Staff support requirement.
- (5) Special arrangements.
- (6) Full or partial date(s) of absence.
- (7) Any information listed below in para 5c concerning visitors to CENCR.

b. The schedules of division, separate office and branch chiefs will be forwarded by each responsible office, and will include:

- (1) Name of individual.
- (2) Organization.
- (3) Destination.
- (4) Purpose (including approved leave status).
- (5) Pro tem (if none, so state).

c. Individual offices will forward information concerning visitors, to include:

- (1) Date(s) of visit.
- (2) Name(s) of individual(s).
- (3) Organization.
- (4) Purpose.
- (5) CENCR escort.
- (6) Special arrangements.

d. Information Management, Information Requirements and Planning Branch, Office Management Section (CENCR-IM-RM) will consolidate all feeder reports and prepare the District's Weekly Staff Absences and Visitor Roster for posting in cc:Mail Bulletin Board (Public District Files) not later than Friday of each week.

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e. It is the responsibility of each division and separate office chief to secure approval for changes to the published schedule and to notify the Executive Secretary (Ext 5249) of those changes.

FOR THE COMMANDER:

LARRY E. JONES  
Executive Assistant

DISTRIBUTION:  
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